



**Town of Arlington, Massachusetts**  
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## Meeting Minutes 02/09/2005

**Town of Arlington**  
**Affirmative Action Advisory Committee**

**730 Massachusetts Avenue, Arlington, MA 02476**  
**(781) 316-3120**

Barbara Boltz, Co-Chair  
 Adrienne McClure, Co-Chair  
 Augusta Haydock  
 Jack Jones  
 Elaine MacLachlan  
 Tricia O'Donoghue  
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee  
 Meeting Minutes  
 Wednesday, February 9, 2005  
 7:30 p.m.

**In Attendance:** Caryn Cove Malloy, Barbara Boltz (Chair), Howard Winkler, Adrienne McClure, Tricia O'Donoghue, Augusta Haydock  
**Absent:** Jack Jones, Elaine MacLachlan

### Meeting Minutes

Meeting of January 12, 2005. Adrienne McClure moved approval as amended. SO VOTED

### Current Job Openings

Caryn Malloy informed the group that due to financial concerns, the Assistant Planning Director search had been put on hold.

The Committee requested that Caryn Malloy invite Town Manager Brian Sullivan to the March meeting.

### Current Bid Projects

The Committee discussed the Dallin School Project and the fact that it had 0% female and minority participation to date. The Committee amended a letter drafted by Caryn Malloy to the Castagna Construction Company requesting they indicate what types of outreach they are doing to secure female and minority participation in the project. The Committee also requested that a letter be sent to the contractors of the Spy Pond Construction Project reminding them of the Town's female and minority participation goals.

Adrienne McClure also reported on the meeting that she and other members of the committee had with Purchasing Officer Domenic Lanzillotti. She reported that the group was pleased with Mr. Lanzillotti's understanding of the role of the committee and that he seemed eager to be supportive of its efforts.

### School Diversity Task Group

Barbara Boltz indicated that the group had made a request to meet directly with School Committee members until the next School Superintendent is selected. The group aims to meet with the next appointed Superintendent as soon as possible. The Committee then discussed the hiring process for the School Superintendent.

### State Affirmative Action Executive Orders Status

Caryn Malloy reported that she had successfully gotten onto Horace Small's email distribution list. Mr. Small is actively involved with a group of people working to protect the state's Affirmative Action Laws and is monitoring the Governor's actions in this area very closely.

Update of Affirmative Action Plan

Tricia O'Donoghue brought many sample plans and laws for which the committee thanked her very much for her hard work. Howard Winkler, Augusta Haydock and Tricia O'Donoghue agreed to work as a subcommittee in reviewing the materials for consideration in including in the Town's Affirmative Action plan.

Continuing Business

Barbara Boltz reported that she would be missing the next two meetings.

Augusta Haydock moved to adjourn the meeting at 8:35 p.m.

SO VOTED

A true record. Attest:

Caryn Cove Malloy  
Affirmative Action Officer